

## Covid-19 Risk Assessment

As a trustee of the building, you have a duty of care to protect people from harm. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage risk. You need to consider:

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident logbook in accordance with the Health & Safety policy for the church/circuit

Full government guidance can be found [here](#). This assessment<sup>1</sup> is based on guidance from [HSE's Working Safely during the Covid-19 Outbreak](#).

<b>Name of Church</b>	<b>Assessment undertaken by</b>
Walkden Methodist Church	Lee O'Neill
<b>Address</b>	<b>Area of the building assessed</b>
Manchester Road east, Walkden.	All areas of the church including Church, Vestry, Kitchen, Bridge Suite, WC's, carpark, Wesley Centre
<b>Postcode</b> M38 9AN	
<b>Date of Initial Assessment</b> 29 <sup>th</sup> December 2020 (Revision 5)	<b>Assessment Review Date : 30<sup>th</sup> January 2021</b>

**Key**

**Likelihood**

- 1 = Low (seldom)
- 2= Medium (frequently)
- 3= High (certain or near certain)

**Severity**

- 1 = Low (minor cuts/bruises)
- 2 = Medium (serious injury / incapacitated for > 3 days)
- 3 = High (fatality or number of persons seriously injured)

**Risk Rating**

- 1-2 = low priority
- 3-4 = medium priority
- 5-6 = high priority

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of which prevention strategy could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
<b>All Areas</b> Compliance of social distancing, including carpark and outside area	Everyone using the building	3	3	6	All people using and visiting the building will be expected to comply with the current Social Distancing guidance & Church Policy which will be distributed to all used Groups prior to agreement for them to use the building. Notices displaying the Social Distancing guidance, currently 2m to be displayed in all rooms and where appropriate in the building. Floors in Corridors to marked out to highlight the distance to be kept. One-way systems installed in specific areas – as detailed further down.  Face coverings are compulsory within the building at all times unless the person comes under one of the exemptions noted in the government guidance.	Property Team will arrange for the provision and instalment of suitable signage and markings. <b>Downloaded and laminated. Complete</b>  Face covers to be provided by individuals as compulsory unless a valid exemption.
<b>Entrances to building</b>  Door handles & Handrails	Everyone entering or leaving the building	3	2	6	If possible, entrance doors should be wedged open to prevent the need for people to use the door handles to minimise touch points. Should external doors need to be closed due to weather or other circumstances then cleaning regular cleaning of these areas. During occupation the handles, doors and any other touch points should be regular cleaned and cleaning materials should be supplied and made available by entrances. Hand sanitation units will also be provided by entrances and exits with appropriate signage.	Plans for each user group / activity to be drawn up and distributed to those concerned of one-way systems and set up arrangements.  <b>Complete for groups so far – ongoing</b>

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<b>All Rooms</b> Frequent Hand washing and sanitation  Frequent touch points such as doors, light switches and equipment used.	Everyone occupying the building	3	2	6	Hand wash facilities are provided in the toilets and kitchen. Appropriate hand sanitation stations need to be provided at entrances and exists. Guidance posters about handwashing and hand sanitation to be displayed at sanitation stations and within all toilets and kitchen areas.  If possible, taking into account fire safety, doors should be wedged open to reduce the need to use door handles.  Any touch points should be frequently cleaned using the materials provided.  The equipment in all rooms should be reviewed and kept to a minimum to reduce frequent contact and the number of items requiring cleaning.  No pens, paper, none essential booklets etc to be shared and left within the church in common areas.  No sharing of pens or other objects.	Decide what doors can be wedged open depending on activity. Plans drawing up showing the information.  Provision of cleaning and hand sanitation stations by entrances and exits. Provision and displaying of hand washing and sanitation guidance posters.  <b>Complete</b>  Remove unnecessary items in foyer such as baptism fonts, hymn book trolley, stands and the like, <b>Complete</b>

<p><b>For Church Worship</b> Entrance, social distancing.</p>	<p>Everyone coming into church</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>Hand sanitation station at entrance and exits. One-way system; Social distancing tape throughout the building. Internal doors open. No handshakes. Welcomers/ Stewards to direct people where to sit and chairs spaced according to social distancing. Chairs can be placed together where people are from the same household, but the people will need to move the chairs themselves but keeping social distance. Instruction booklet to be provided for all those who attending the service as they come in. Signage to Inform.</p> <p>Members to be signed in on arrival by a steward/ welcomer. This is for “test &amp; trace” purposes and are kept for 21 days then securely destroyed.</p> <p>All members attending the service will be required to book prior to attendance via the website or church telephone number. Maximum number of people able to attend is 30. Due to pre-booking an attendance sheet can be provided beforehand. Notices on website, posters, social media and letter to regular members to be sent prior to church opening of public worship setting out the procedure for attendance at church worship.</p> <p>Prayer list can be entered via request to a steward / welcome. No hymn books or service sheets. No singing until rules allow. Screen to be used if possible. Retiring collection. No Tea or coffee afterwards, kitchen closed. Members to leave via bridge suite from the front first others remain in their seats until directed to move by stewards. Anyone with a mobility problem may have to leave last.</p>	<p>Open all internal doors. Ventilation to be a consideration.</p> <p>Close Front door when everyone in.</p> <p>Property Team / Stewards to sanitise door handles before each service.</p> <p>Caretaker to clean the church after use thoroughly after service.</p> <p>Sanitisers to be provided at front door and exit.</p> <p>Visiting minister or preachers to be advised of these conditions.</p> <p>Close kitchen <b>NO</b> drinks or refreshments to be provided after the service.</p>
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					<p>Communion Services – See Separate Risk Assessment</p> <p>All other rooms in the church will be closed and no access.</p> <p>Pulpit and lectern, microphones and organ if played, need to be sanitised with wipes before and after each use.</p> <p>Face coverings to be compulsory within the building due to the fact that in order to meet the requirements enclosed within this risk assessment social distance of 2m cannot be adequately and safely maintained.</p>	<p>Wipes to be made available on pulpit, organ, lecterns and organ before and after. <b>Complete</b></p> <p>Booklet highlighting booking and church procedure for attending worship to be sent out prior to opening the church for public worship.</p> <p><b>Issued to all congregation members and available on the website</b></p>
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<b>Toilets</b> Social distance Touch points	People wishing to use toilets	2	1	2	Hand sanitisers, soap, water and paper towels Display instructions for cleansing  Surface cleaner and paper towels etc to enable door handles and other frequent touch points to be cleaned.	Max of one person in at a time Notices to be put on toilets about entering and leaving.  Hand-washing signs.
<b>Vestry</b> Social distance Touch points	Anyone using the building	3	1	3	Vestry will remain closed for access only by one person at a time and this is to be kept to a minimum, see above for alternative during service. Cannot socially distance. If access is required, this is done at one person at a time.	Closed or one person at a time if access is needed.

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<b>Scott &amp; Suzanna, Wesley Centre, Bell &amp; Bayly</b>  Frequent touch points  Lack of social distance	Anyone using these rooms	3	2	6	Provision of hand sanitation and cleaning station.  Any frequent touch points and items used are to be regularly cleaned when used.  Maximum number of occupants for each room is:  Bridge Suite 10  Scott & Suzanna 10  Wesley centre 15	Notice stating maximum number of occupants to be displayed.  Provision of hand station and cleaning station. <b>Complete</b>  Sign to show maximum number of occupants in each room.
<b>Store Rooms</b>	Church Members  Preachers  Visitors	3	2	6	Social distancing and sanitising.  PPE provided by individual.	Individual use  Social distancing  Sanitise handles and keys



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<b>Kitchen</b> Frequent touch points, lack of social distancing.  Equipment and crockery	People using the kitchen or accessing food and drink	1	1	1	Single person occupancy if absolute necessary (to be restricted for minimal use only if required).  Generally the all kitchens are closed until further notice. If drinks are needed within the service then people should be encouraged to bring their own.  Disposable gloves should be used by anyone using the kitchen.  Any frequent touch points are to be regularly cleaned when room is used.  Hand sanitiser  Paper towels  Sanitising	Notice stating maximum number of occupants. Provision of cleaning station.  Kitchen to be closed for general purpose no communal refreshments to be provided at this stage.

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<b>Person becoming ill while on the premises</b>  Bodily fluids and other contamination	Anyone in close proximity. Person going to the aid of the ill person.	3	3	6	PPE emergency grab pack to be provided by the First Aid Kit; eye shield or goggles, fluid resistant mask, disposable gloves, disposable apron, waste sack.  If possible, person becoming ill should be taken to another room, if not possible everyone else should be evacuated from the room.  The Bodily fluids should be cleaned up using absorbent material and the immediate area cleaned using disposable wipes. If possible, the room should be left for 72 hrs before cleaning.	Provision of PPE emergency grab pack with eye protection, mask, gloves and waste bag. Also supply suitable absorbent material and cleaning wipes.  <b>Complete – re-provision ongoing</b>



<p><b>Hirers Of The Building</b></p>	<p>Everyone in the building</p>				<p>Currently no one is hiring the building. Before anyone hires the building, they will be shown a copy of our Risk Assessment and have to agree to observe all the risk reductions. They will be required to produce a Risk Assessment of their own specifically written for their use of our premises. This must be shared with the Property Team before they can use the premises.</p>	<p>Hirers responsibility for signs and PPE. Hirers to receive a copy of our Risk Assessment and church policy along with meetings to discuss how each group will operate.</p> <p>Hirers of the building to share their own Risk Assessment for carrying out their activities on our premises with the property team.</p>
<p><b>Cleaning of the building by Walkden Methodist Church</b></p>					<p>See separate Cleaning Guidance and Risk Assessment Document</p>	

After assessing the risk and making the changes, you could put this [sign](#) that states that you had taken the necessary precautions.

**Further resources:**

HSE guidance on consulting and involving your workers [www.hse.gov.uk/involvement/](http://www.hse.gov.uk/involvement/)

General government guidance on keeping workplace settings safe open [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

General Scottish Government guidance [www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/](http://www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/business-and-social-distancing/)

Welsh Government advice for employers <https://gov.wales/business-and-employers-coronavirus>

Guidance for social distancing in educational settings - [www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings](http://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

Historic England's Guide to Cleaning Historic Surfaces - <https://historicengland.org.uk/coronavirus/historic-places/cleaning-historic-surfaces/>

Government guidance for the public on mental health and wellbeing [www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](http://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)